

Job Title: TECHNICAL MANAGER VI - PROCUREMENT AND CONTRACTS SECTION CHIEF - IPR#45877

Agency: Department of Transportation

Closing Date/Time: 05/05/2023

Salary: \$6,670 - \$11,020 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: Non-Union

***This position is covered by the Revolving Door Prohibition Policy.**

All applicants who want to be considered for IDOT positions **MUST** apply electronically through the illinois.jobs2web.com website.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

Please attach a **DETAILED** Resume/Curriculum Vitae (CV) to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Procurement and Contracts Section Chief.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for all procurement for the operational sectors of the department and serves as the Agency Procurement Officer. This position is responsible for developing policies and procedures related to delegation of procurement to lower levels in the department.

Requests for Proposal (RFPs) issued: 40 annually
Requests for Information (RFIs) issued: 10 annually
Invitations for BID (IFBs) issued: 90 annually

This position reports to the Bureau Chief of Business Services. Reporting to this position are the Professional Services Unit Chief, Information Technology (IT) Procurement Unit Chief, and Supplies and Services Unit Chief.

This position is accountable for ensuring that all procurements for the operational needs of the department are completed in a timely manner while following all the relevant procurement laws, rules, regulations, and procedures. This position provides contract and procurement management guidance which includes developing and formulating presentations to executive and senior management and project managers department wide. The incumbent serves on various ad hoc procurement committees as authorized by the Director of Finance and Administration (OFA) or Bureau Chief of Business Services.

Typical problems of this position involve the execution of complex procurements in a short time frame while ensuring that all relevant procurement laws, rules, regulations, and procedures are followed. The greatest challenge for the incumbent is identifying existing or potential problems in current procedures, methods, or systems relating to the procurement of supplies and services.

The incumbent interprets directives regarding the procurement of goods and services and develops guidelines for implementation department wide. The incumbent meets with staff department wide to determine what services or goods are required and then assigns that procurement to the appropriate unit for fulfillment. S/He monitors all procurement systems (e.g., Bidbuy, Illinois Procurement Gateway) to ensure that information is readily available to project managers and executive staff and resolves any problems. S/He is responsible for developing and disseminating policies designed to accomplish the mission of the Procurement and Contracts Section. While serving in the role of Agency Procurement Officer, the incumbent is the lead negotiator and spokesperson for the department for non-highway construction procurements. S/He develops reports on specific programs related to procurement such as the Small Business Set-Aside Program, Small Business Veteran's owned Program, Business Enterprise Program, and other programs in the department. On an annual basis, the incumbent conducts department wide procurement training. S/He ensures that all department staff are aware and adhering to procurement laws, rules, regulations, and procedures. The incumbent reviews proposed changes in legislation affecting assigned programs and issues written opinions (upon request) regarding the potential impact on department operations. S/He is expected to testify at legislative committee hearings regarding the impact of proposed legislation (upon request). The incumbent serves as the department's liaison with the Chief Procurement Office maintaining open lines of communication to guarantee timely execution of all procurements. The incumbent trains, motivates, and evaluates staff.

(Job Responsibilities continued)

The incumbent accomplishes his/her accountabilities through the following staff:

Professional Services Unit Chief who is responsible for all non-architectural/engineering professional services procurements, including drafting and/or reviewing competitively procured (e.g., RFP, IFB) agreements, Sole Source, and Small Purchase exception contracts.

Information Technology (IT) Procurement Unit Chief who is responsible for all IT procurements, including preparing and publishing IFB or RFP documents, writing IT charters for new initiatives, and processing IT requests in Bidbuy.

Supplies and Services Unit Chief who is responsible for managing statewide programs for the procurement of all non-construction supplies and services and real estate leasing space requests submitted to CMS for approval as well as overseeing CMS delegated leases.

The incumbent has a great deal of latitude in developing parameters for accomplishing responsibilities. Problems of a highly sensitive nature are referred to the Bureau Chief of Business Services with recommendations for resolution. This position is constrained by federal and state laws and departmental regulations.

The incumbent maintains internal contact with upper levels of management to pursue major responsibilities of the position. At times, s/he responds directly to department directors and/or the Secretary of Transportation on major procurements. The incumbent maintains external contact with the Chief Procurement Office, Governor's Office of

Management and Budget, CMS, Procurement Policy Board, and other major state agencies. Occasional statewide travel with overnight stays is required.

The effectiveness of this position can be measured by the timeliness of procurements and the satisfaction of department managers with the supplies and services received.

Principal Accountabilities

1. Directs staff in performing various procurement functions.
2. Monitors and evaluates procurement processes and makes needed improvements to the procurements processes.
3. Keeps abreast of new methods of procurement that might be beneficial to the department.
4. As the Agency Procurement Officer, s/he serves as lead negotiator and spokesperson for procurement for the department.
5. Develops and reviews procurement policies and mandates for the department.
6. Develops reports on specific programs related to procurement such as the Small Business Set-Aside Program, Small Business Veteran's owned Program, Business Enterprise Program, and other programs in the department.
7. Oversees automated procurement systems (Bidbuy) to promote effective completion of assigned procurement and provides informational reports critical to management decision-making.
8. Reviews proposed changes in legislation affecting assigned programs and issues written opinions (upon request) regarding the potential impact on department operations. S/He is expected to testify at legislative committee hearings regarding the impact of proposed legislation (upon request).
9. Trains, motivates, and evaluates personnel to ensure a well-developed staff.
10. Conducts annual procurement trainings.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, economics, statistics, finance, public administration PLUS four years of experience writing and/or reviewing procurements (i.e., IFBs, RFPs, Sole Source, Small Purchases); OR
 - Twelve years of experience writing and/or reviewing procurements (i.e., IFBs, RFPs, Sole Source, Small Purchases)
- Two years of supervisory experience
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Certified Public Procurement Officer and/or Certified Professional Public Buyer
- Ability to implement policy within areas of assigned programs
- Ability to plan, develop, implement, and evaluate assigned departmental programs to attain assigned objectives
- Effective communication and written skills
- Ability to develop and maintain effective working relationships among diverse groups of professional and technical personnel

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Finance and Administration, Bureau of Business Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Fiscal, Finance & Procurement; Leadership & Management

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com